

# HP Site Preparation

## Pre-Installation Fax Back Checklist

**Fax: 262.703.9009**

**Thank you for ordering your equipment from Big Systems LLC**

**TO FACILITATE A SMOOTH AND TIME-EFFICIENT INSTALLATION, PLEASE REVIEW THIS CHECKLIST CAREFULLY.**

Please take a few minutes to fill out this form and fax it back to our offices @ 262-703-9009

**THIS FORM MUST BE RETURNED TO US COMPLETED IN ORDER TO SCHEDULE YOUR INSTALLATION.**

Please direct any questions to our technical support staff @ 262-703-9000

### For Big Systems internal use only:

Company Name _____	Installation Date _____
Contact Name _____	Phone _____
Printer Model _____	Printer Serial # _____
Laminator Model _____	Laminator Serial # _____
RIP Server _____	RIP Server Serial # _____

### Section 1 - RIP Server or Drivers

RIP Server PC w/DVD supplied by  Customer  Big Systems Certified Design Station

RIP Software  Viper  Raptor  Talon

I will be using the bundled version with  HP L300 Series

I will be using the non-postscript drivers  supplied for the HP Z or T series

I will be using another RIP software \_\_\_\_\_

*Your RIP OS should be Windows® 7 (32-bit or 64-bit) versions or Windows® 8 (32-bit or 64-bit) versions. One free USB port is also required. Security Center and personal software Firewall should be disabled. Administrator rights are required for installation.*

### Section 2 - Networking

We have two network connections. One for the PC and one for the Printer  Yes  No

*Mimaki's communicate via USB. Only 1 network connection is needed, but an additional USB port on the PC is needed. The connection on the Mimaki is on the right side of the printer and your PC needs to be within 15 ft of the printer.*

We will supply our own Ethernet Category 5e or 6 cables to the PC and the printer.

Yes (If custom made, they must be tested before installation)

No, BSI to provide cables at additional charge  
Lengths required \_\_\_\_\_

We understand the printer needs a static IP address. IP address \_\_\_\_\_ Subnet \_\_\_\_\_

We are connecting \_\_\_\_\_ Mac's to print to the RIP.

Static IP address for the RIP is required. IP address \_\_\_\_\_ Subnet \_\_\_\_\_

*The RIP software requires Administrator privileges. The installer needs to know the admin logon and password if installing on your PC. Please have this available. User accounts for the RIP workstation also require an Admin logon. Make certain your operator has these privileges. Remember that having an Admin logon for the PC does not mean Admin rights to your network.*

**Your IT Department should be on call for the installation.**

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#### Section 3 - Power

For HP Designjet T Series  
For HP Designjet Z Series

110v standard plug

For HP Designjet L Series

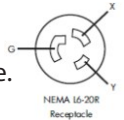
The printer has **two power connectors** that meet the following requirements. 200-240 volt, 20amp



Wall socket outlet

For HP Designjet FB Series

200-240v, 20amp single phase with NEMA L6-20R locking wall receptacle.



NEMA L6-20R Receptacle

#### Section 4 - Facility / Delivery

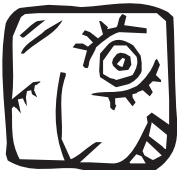
Dock Level Entry    Ground Level Entry    Liftgate Required (additional charge)

Will an elevator or freight elevator be used to transport equipment to a floor other than street level?  Yes  No

If stairs are to be used to transport the equipment to a different floor, you must provide personnel to assist.

Does your facility have local parking for our Technical Staff?  Yes  No

Parking location \_\_\_\_\_



Upon printer arrival it is **important to inspect the shipment for any damages** that may have occurred during transit. **Immediately report any freight damages to the carrier prior to acceptance of delivery.** It is also important to unpack the system in the event there are any obvious damages or missing items prior to installation. Your system ships with a quick setup guide. The printer should be assembled and placed on its stand (if applicable) in the production location. Our technical staff will perform the initial ink charging, prep, configuration settings and calibrations necessary for the printer to make it's first print at installation. If there are any questions when inspecting or assembly, just call us! Printers should be moved to the general area for installation. Our techs need room to move around the equipment.

#### Section 5 - Printer Connectivity

Please select how your printer(s) are to be connected in your workflow environment:

For HP Designjet T Series

USB v2.0

100/1000bT Ethernet

We need a cable.

For HP Designjet Z Series  
For HP Designjet L & FB Series

100/1000bT Ethernet

We need a cable.

Cables and printer accessories are available at additional cost. Industry standards limit USB lengths to 15 feet from printer. Special note regarding Ethernet connectivity: 801.11a/b/g wireless Ethernet is not recommended!

## Post Installation Handy Reference Sheet

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### Equipment Model / Serial Numbers

Company Name _____	Installation Date _____
Contact Name _____	Phone _____
Printer Model _____	Printer Serial # _____
Laminator Model _____	Laminator Serial # _____
RIP Server _____	RIP Server Serial # _____

### Network & RIP Settings

Printer static IP address \_\_\_\_\_ Subnet \_\_\_\_\_ Gateway (if used) \_\_\_\_\_  
 RIP printer name \_\_\_\_\_ RIP share name \_\_\_\_\_  
 RIP default media \_\_\_\_\_ Ink mode/configuration \_\_\_\_\_

Printer static IP address \_\_\_\_\_ Subnet \_\_\_\_\_ Gateway (if used) \_\_\_\_\_  
 RIP printer name \_\_\_\_\_ RIP share name \_\_\_\_\_  
 RIP default media \_\_\_\_\_ Ink mode/configuration \_\_\_\_\_

Printer static IP address \_\_\_\_\_ Subnet \_\_\_\_\_ Gateway (if used) \_\_\_\_\_  
 RIP printer name \_\_\_\_\_ RIP share name \_\_\_\_\_  
 RIP default media \_\_\_\_\_ Ink mode/configuration \_\_\_\_\_

**RIP software settings:**

Brand \_\_\_\_\_ Product \_\_\_\_\_  
 Key # \_\_\_\_\_ Version \_\_\_\_\_ Build rev \_\_\_\_\_  
 Enabled options \_\_\_\_\_

**RIP server settings:**

DHCP  
 Static IP \_\_\_\_\_ Subnet \_\_\_\_\_  
 Gateway \_\_\_\_\_ DNS \_\_\_\_\_  
 Domain or  Workgroup Name \_\_\_\_\_

**Dedicated secondary NIC:**

Static IP \_\_\_\_\_ Subnet \_\_\_\_\_  
 Gateway \_\_\_\_\_ DNS \_\_\_\_\_

Please make sure all required forms are completed onsite:

- Customer Satisfaction
- Certificate of Installation
- Delivery & Acceptance, Check Primary customer contact \_\_\_\_\_